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SAPC - 9128
Copy 7 of 3

12 September 1956

MEMORANDUM FOR; Project Personnel Officer 25X1A9a

SUBJECT : Final Hiring Processing of [REDACTED]

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1. [REDACTED] has been instructed to call you on Sterling 35580 as soon as he learns the effective date of his separation from the Air Force. Upon receipt of this information, the following steps should be accomplished:

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a. The effective date of the contract should be the day following his final separation date. The original copy of the contract should be taken to [REDACTED] for his signature and our retention, and a copy of the contract should be given to [REDACTED]

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b. At the same time this is accomplished an appointment letter (original and two copies) should be signed by the Director of Personnel. The original is retained by us, one copy is left with [REDACTED] and a second copy will go into the individual pilot's file.

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c. As soon as possible after learning the effective date of the contract UBLIC and WAEPA insurance premiums through December 31 should be paid to [REDACTED] office. The respective insurance application forms made out in pseudonym should be left with [REDACTED].

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d. One copy each of the two [REDACTED] contracts, plus a copy of the [REDACTED] application form should be forwarded along with the usual covering memorandum to [REDACTED] who in turn will forward them to [REDACTED] of [REDACTED]

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[REDACTED]
Project Case Officer

Dist:
1 - addressee
2 - Admin
3 - chrono
WJC:ap

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